

# Camp Hamp

Summer 2016

Dear Camp Hamp Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Parks & Recreation Department's summer programs. This parent packet contains information on Camp Hamp as well as the department's policies and procedures. Please review the packet thoroughly and make sure to go over all the necessary information with your child.

The Northampton Parks & Recreation Department's mission is to promote the health and general well being of the individual and the community. We hope to create memories that your child will remember for years to come while offering a safe environment where your child will grow through the various activities that we offer in each of our age-appropriate programs.

The Northampton Parks & Recreation Department hires experienced individuals to work with your children throughout the summer. Our staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. They are required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor and Recreation Leader positions are certified in CPR, Epi-Pen administration and First Aid. All of our summer day camps fully comply with the State Health Department Codes and Inspections for Licensed Day Camps.

If you have any questions or concerns throughout the summer, please do not hesitate to contact us by calling the Northampton Parks & Recreation Department Office at 587-1040 or by emailing us at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov). Your feedback lets us know how we are doing.

Once again, welcome to the Northampton Parks & Recreation Department Summer Programs! Please make sure to keep this handbook to use as a guide throughout the summer, it is also posted on our website, [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation).

Sincerely,

Erin Carroll  
Recreation Supervisor

Shelby Michna  
Assistant Director of Recreation

Ann-Marie Moggio  
Director of Recreation

## Registration/Changes Policies

Please note the registration policies below:

### A. Additions to Original Registration

- a. Changes to the initial registration must be made in writing at least one week in advance of the **requested change**. A non-refundable \$25 deposit per session is required.
- b. To request a change, please submit your request in writing one of the following ways:  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Mail: Northampton Parks & Recreation Department, 90 Locust St., Northampton, MA 01060  
Fax: 413-587-1045  
Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it through the mail slot by the door after hours.

### B. Refunds

- a. All sessions have a \$25 non-refundable deposit; there is also a \$10 service charge for all refunds.
- b. Requests for cancellations of sessions are subject to the policy stated above.
- c. **Refund** requests must be made in writing to the Parks & Recreation Department and must be submitted at least one week prior to the start of the program session.
- d. To request a refund, please submit your request in writing one of the following ways:  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Mail: Northampton Parks & Recreation Department, 90 Locust St., Northampton, MA 01060  
Fax: 413-587-1045  
Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it in the mail box by the door after hours.
- e. There are no refunds once a program begins.
- f. Please allow 4-6 weeks for your refund to process.

**\*\*Please note our office is moving approximately June 1st, to the JFK Middle School Campus\*\***

*We look forward to a fun and active summer of 2016!*

Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30 a.m. - 4:30 p.m.

### Northampton Parks & Recreation Department

**\*\*Please note our office is moving approximately June 1st, to the JFK Middle School Campus\*\***

#### Office Staff

Director	Ann-Marie Moggio
Assistant Director	Shelby Michna
Recreation Supervisor	Erin Carroll
Aquatics Supervisor	Jim Miller
Department Secretary	Eileen Wright
Senior Clerk/Secretary	Chris Kostek

#### Contact

Rec. Office: Monday-Friday, 8:30a.m.- 4:30p.m.  
Phone: 587-1040  
Fax: 587-1045  
Email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)  
Website: [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation)  
Weather changes: 587-1044 or check website and click on "cancellations/changes"

## ***Program Description***

### **Camp Hamp**

Fun, exciting days await campers! Camp Hamp is a full day program that runs from 8:30am – 4:30pm and is for children entering grades 5 and 6. The program is offered in seven, one-week sessions starting June 27<sup>th</sup> and is based at Look Park in Florence. Participants are introduced to many outdoor recreation activities such as hiking, cooperative games, and more. The program also includes weekly swimming three days a week at JFK Middle School, arts and crafts, special events and two weekly bus trips. Each week's activities and special events are created around the weekly themes (see below). Included in the registration fee is a T-shirt for each participant and the cost of the field trips. The participant T-shirt must be worn on field trip days. Extended day is offered to children and families for a minimal extra fee, see options below.

**\*\*You will receive a detailed daily calendar before each session begins\*\***

<b><i>Session Dates</i></b>	<b><i>Weekly Themes</i></b>	<b><i>Weekly Trips</i></b>
<b><u>Session 1:</u></b> June 27 – July 1	Hello Summer!	Bus Trip Lake Wyola & Interskate 91
<b><u>Session 2:</u></b> July 5 – 8 (no camp 7/4)	Wipe Out	Bus Trip Erving State Forest & Play Bousquet
<b><u>Session 3:</u></b> July 11 – 15	Anything Goes	Bus Trip Lake Wyola & Sonny's Place
<b><u>Session 4:</u></b> July 18 – 22	Games Galore	Bus Trip Erving State Forest & Yard Goats Baseball
<b><u>Session 5:</u></b> July 25 – 29	Test the Comfort Zone	Bus Trip Lake Wyola & Soarin' Indoors
<b><u>Session 6:</u></b> August 1 – 5	Adventure Land	Bus Trip Erving State Forest, Nomad's Adventure Quest
<b><u>Session 7:</u></b> August 8 – 12	Final Fling	Bus Trip Lake Wyola & Bounce Trampoline

*\*schedule above subject to change*

### ***Extended Day***

Camp Hamp is held Monday through Friday, 8:30 am - 4:30 pm. We offer an extended day option that provides participants with 45 minutes of extra supervision in the beginning and end of the regular program hours (7:45am – 5:15pm). The cost is \$25.00 per session (\$20 for session two because there will be no program on Monday 7/4). You must sign up for the whole session, you cannot choose days during the week.

### ***Field Trips***

In each session, two bus trips will take place, see chart above. A weekly agenda for each session will be given or mailed to each participant prior to the first day of the program. This will highlight the daily agenda for the week. Typically, field trips will be taken on Tuesday and Thursday of each week.

### ***Swimming Schedule***

Camp Hamp will swim at the Aquatic and Family Center at JFK Middle School on Mondays, Wednesdays and Fridays. The days that we do not swim at the indoor pool location we will swim at Musante Beach in Leeds or another location visited via a field trip.

### ***Arts & Crafts***

Each participant will have one arts and crafts project a week. Our Arts and Crafts supervisor will lead the class, and the project will last for approximately 30-45 minutes. Projects are based on the weekly theme.

### ***What to Provide Each Day***

Please send your child in comfortable clothing with socks and sneakers or closed toe sandals. Flip-flops are not recommended. You will also need a backpack (with comfortable straps) to hold the following items:

- a) Lunch– nothing that will need refrigeration
- b) Water! Water! Water!
  - A full bottle of water (one liter minimum) is required
  - If something other than water is provided for lunch, a Juice/Sports Drink for your lunch is encouraged, no soda please.

c) Snacks

- Healthy snacks will help you refuel after hiking/activities

d) Sunblock, bug repellent, hat.

e) Bathing Suit and towel, swimming will be incorporated on most, if not all days

### **Inclement Weather (Rainy Days, Pop-up Thunderstorms)**



If it is raining in the morning and you are not sure of the Camp Hamp location then please contact the Parks & Recreation Department's **24 hour information hotline at 587-1044 or visit our website at [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation) and click on cancellations/changes** for program updates. The rain location for Camp Hamp will be at the Aquatic and Family Center at J.F.K Middle School. Enter through the rear door, across from the tennis courts.

If we are indoors in the morning then we will assess the situation and the planned activity for the day. If we can continue and remain safe, we will. A few of our adventures will be taking us out of the Northampton area where it may not be raining.

If the rain continues all day, we will remain at the school. If it clears, we will return to Look Park. If it is predicted that there will be afternoon showers and/or thunderstorms then we will also head over to our rain site at JFK Middle School and afternoon pick-up will be at JFK, not Look Park. If there are any questions to where the pick-up location is then please contact the Parks & Recreation Department's cancellation hotline at 587-1044 or check out our website, [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation) and click on cancellations for updates.

### **Look Park**

Look Memorial Park is a privately operated facility, and they do not receive City tax dollars for operation. Therefore, our cooperative agreement with them stipulates that participants **MUST purchase a Look Park Vehicle Entrance Sticker for the Camp KidZone and Camp Hamp programs**. This year we have two options for passes for parents and guardians.

#### Option 1:

You may purchase a year round season entry pass for Look Park. These stickers are available in person at Look Park or at the Recreation Department and cost \$47 for a resident, \$55 for a non-resident, \$30 for a senior citizen, and \$40 for a non-resident senior. All same household second-vehicle stickers are 1/2 price when purchased with first sticker. These are good for all of 2016.

#### Option 2:

\$20 for Residents or Non-residents, per pass. This special pass is for our Camp KidZone and Camp Hamp programs. It is not a season's pass to Look Park, but a summer camp pass that will allow you entrance into Look Park for picking-up and dropping-off your child. This pass is only good from 7:45am-5:15pm, Monday through Friday while the program is running during the session you are signed up for. This pass is **ONLY** available for purchase at the Parks & Recreation with cash or check only.

**\*\*The Northampton Parks & Recreation Department is open Monday – Friday, from 8:30am – 4:30pm. \*\***

### **T-Shirts**

Participants for Camp Hamp will receive a t-shirt during the first session that they attend. Camp Hamp participants will need to wear their t-shirts on field trip days.

## ***Program Procedures & Policies***

### **Storage and Administration of Medication**

#### **Medical Conditions**

All medication prescribed for participants shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, name of medication, and directions for use. All other over the counter medications for the participant shall be kept in the original containers containing the original label.

There must be written permission from the parent/guardian. You child's counselor should carry your child's medications. One the first day of the program, please give the daily medication with an explanation of when to administer, etc. It is imperative, that if your child suffers from asthma or is allergic to bees or anything else, that we be informed.

### **Epi-Pen**

All program Supervisors and Recreation Leaders are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, then please contact the Parks & Recreation Office before the program begins so that we have all the proper information before the program starts. Please also address your child's allergy to your child's counselor on the first day of camp.

### **Special Arrangements**

If there are any specific medical concerns we should know about your child (medical problems, allergies, etc.), please write this information down on the registration form for our Recreation Leaders!

### **Medical Consent Waiver**

Please fill out the appropriate consent forms as indicated on the registration form.

### **Policies**

Parents have the right to review background check procedures, health care and discipline policies upon request.

### **Immunization & Physical Records**

We need to keep immunization and physical records for all summer participants on file. Please provide a copy of your child's records when you are registering for summer programs. We will not take registrations without a copy of your child's immunization and physical record. (Usually, your pediatrician's office can run a copy if you ask)

You may register and get a copy of your child's records to the Parks & Recreation Department by the following options:

- A) Stopping by during office hours, 8:30am - 4:30pm, Monday - Friday
- B) Dropping it off at the Parks & Recreation Department
- C) Faxing it to 413-587-1045
- D) Scan and email it to [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)



### **Drop Off/Sign-Out Procedure**

*For your child's safety we ask parents to abide by the following drop-off/pick-up procedures*

Drop-off and pick-up of your child(ren) will be on at the grassy area after the tennis courts on the right. Look for the sign that is labeled Camp Hamp. Please pull into a parking spot to drop your child off, do not just stop and have them get out of the car, as this will cause traffic problems. On the first day of the program, please park your car and walk your child over to his or her group. Drop-off time is 8:30 a.m. and pick-up time is between 4:00 and 4:30 p.m.

Do not stop at the bottom of the hill or at the entrance of the park to drop off or pick up your child(ren). This causes traffic as well as safety problems. Please find a parking space.

If your child is in the Camp Hamp program and signed up for the Extended Day option, then pick-up will be in the gravel parking area with the Camp KidZone program. This site is the entrance after the Visitor's Center and before the tennis courts.

At the end of each day we require that parents sign their child(ren) out with their counselor. This is done in order to ensure the safety of your child(ren). Please find a parking spot, park your car and go sign out your child. Please inform the Recreation Leaders on the first day who will be picking up the child(ren) during the session. Send a note if there are any changes. **Permission must be written and signed by the parent/guardian if someone else rather than him/her is picking up the child.**

## **Walkers/Bikers**

As you read previously, it is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/biking to and from Camp Hamp, then you must provide the staff with a signed note giving them permission. That will serve as signing out at the end of the day. Parents should have a back up plan for walkers/bikers on rainy days. If your children are walking/biking home then they need to leave the site of the program. Once they leave they are not the responsibility of the program. Children cannot leave their program until 4:15pm.

## **Authorized Individuals for Pick-up**

There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. As you will see on the first page of the registration form there is a section labeled Transportation on the bottom of the page. That is where you must fill in the names that are authorized to pick your children up from the summer program (beside parents). If someone other than the people listed on the registration form is to pick up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.

## **Late/Early Fee**

A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid. We understand sometimes incidents such as traffic, etc. occur. Please try to call the office to let them know if you are late. (The Rec office closes at 4:30pm)

For emergency reasons only: if you need to call the Camp Hamp program after the Parks & Rec. Dept. office closes at 4:30 p.m., you may try to call the Look Park Visitors Center: 584-5457. Although they are not a part of our summer camps, they may be able to contact us in Look Park.

Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.

## **Safety**

### **Staff - First Aid, CPR and Epi-Pen Certification**

All of the Camp Hamp staff are certified in First Aid, CPR and the administration of an Epi-Pen. All staff will have a basic first aid kit to take care of injuries. An Incident Report will be filled out by every counselor if an accident occurs and counselors will inform the parents at pick-up about the minor injury.

### **CORI & SORI Background Checks**

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Recreation Department staff members and volunteers that work and volunteer at our summer programs.

### **Staff to Participant Ratios**

All of the Parks & Recreation Department programs will have an appropriate staff to camper ratio. The staff to participant ratio for Camp Hamp does not exceed 1:10.

### **Emergency Procedures – Major incidents**

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed on your registration form then we will then try to call the person you listed on the registration form as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact!** We hope never to have to call an ambulance, but all such fees will be incurred at your expense. We will always try to contact you and have you pick up your child. This is **YOUR RESPONSIBILITY**, to have someone *always available*.

## **Reporting Abuse & Neglect**

All children who attend the Northampton Parks & Recreation Summer Camps shall be protected from abuse and neglect. All staff that work at the summer programs at the Northampton Parks & Recreation Department are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Children & Families immediately. Summer Camp staff is mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department Children & Families. The Northampton Parks & Recreation Department will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the summer programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

## **Crossing Streets**

Camp Hamp will cross the street on almost a daily basis when walking to the Aquatic and Family Center for afternoon swimming. We always use extreme caution when having children cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the children across the street while the other staff follows the last child.

## ***Absences and Tardiness***

### **Absences**

Please call the Northampton Parks & Recreation Department at 587-1040 to inform us if your child will be absent from their program. The Parks & Recreation Office opens at 8:30am., and there is voicemail. The office will inform staff at your child's summer program.

### **Late Arrival/Early Pick-up from Summer Programs**

Please inform your child's Recreation Leader if your child will be arriving late to the program a day in advance, or inform them in the morning at drop-off for early pick-up. Camp Hamp is held at the spacious Look Park and sometimes it is a challenge for the parents to find their children's group to drop-off or pick-up early. Your child's counselor will have the best idea of where your child's group will be during the course of the day.

### **Field Trip Departures**

Camp Hamp will go on two weekly field trips. The bus will typically leave the park around 9:00am. It is your responsibility to get your child to their program on time; buses will not wait for tardy participants. A weekly detailed calendar will be mailed to you a week prior to the start of camp or earlier to let you know when these field trip days are scheduled.

## ***Behavior & Discipline Policy***

### **Behavior Contract**

All program participants are expected to behave appropriately. If behavior becomes a problem, a behavior contract will be issued for children who are continually disruptive. This includes using foul language, not keeping hands to themselves, not listening, distracting other participants, wandering away from activities without permission from staff and other actions that are taking away from the program on a constant basis.

The contract will list the goals that the child is going to work on as well as the plan to accomplish a more positive experience for the child. Failure to follow this contract may result in a one-day suspension or further discipline from the Recreation Department's summer camps with further consequences possible. If child has to be removed from the program no refund will be given.



### **Suspension/ Termination/Removal from Program**

The Parks & Recreation Department reserves the right to remove any participant from the Program for any of the following reasons:

- Three incident reports on file or two incident reports filed per session.
- A child brings harm to another child or staff person resulting in injury.
- Unpaid camp fees for a session.
- Failure to follow the program's rules on a consistent basis.
- Consistent late pick-ups or early drop-offs.
- The Parks & Recreation Department may determine other issues not listed that could result in suspension or termination from the program.

### ***Communication***

#### **Parent Communication**

Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program Director. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at 587-1040 to speak with the Recreation Supervisor or send us an email at [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov). We are here to meet the needs of each family. Please let us know of anything that we can do to make your and your child's experience one that they will remember fondly forever.





## **ABOUT OUR CAMP DIRECTOR**

### **Camp Hamp Director: Caitlin Condon**

This is Caitlin's first summer as Director for the Northampton Parks & Recreation Department's Camp Hamp Summer Program. Caitlin has had many years of experience working with children, both as a camp counselor and teaching assistant. She will be graduating from Franklin Pierce University with a Bachelor's degree in social work and a minor in psychology in May 2016.

I am so excited to work with the youth of Northampton as the new Director for Camp Hamp!!!

#### **Questions for the Director:**

##### **What are you looking forward to as the new Camp Hamp Director?**

I am looking forward to being a role model for the participants. Setting a good example for children is very important to me. I look forward to applying both my education and prior experience as a camp counselor to make this the best experience possible for the children of Northampton, and provide them with a fun and safe environment during their time at Camp Hamp.

##### **What do you enjoy most about working with youth?**

What I enjoy most about working with children is watching them make friendships, explore and be able to enjoy being kids!

##### **What is your favorite thing about Camp?**

My favorite thing about summer camp is watching everyone have a good time as new friendships are formed.